

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, April 7, 2021**

**Zoom Meeting  
4:00 p.m.**

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Wayne Anderson, Facilities, Director; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson Gardner Citizen & Former City Engineer; Joshua Cormier, Purchasing Director, City of Gardner;

**Also Present**

Alternate member, Robert Swartz, School Committee Member; Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Alan Minkus, OPM; Colliers International; Tim Alix, Project Manager; Matthew Dunn, Sr. Construction Representative, Colliers International; Craig DiCarlo, Project Manager, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; James Trifiro, Deputy Chief of Police, City of Gardner; Steve Rockwood, Community Member; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

**Regrets**

Margo Jones, Designer, Jones-Whitsett Architects, Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner;

**Call to order**

Superintendent Pellegrino called the meeting to order at 4:01 p.m.

**Approve Minutes**

Mr. Wayne Anderson moved to approve the minutes from the Financial Subcommittee Meeting on March 3, 2021 at 4:00 P.M.

Seconded by Mr. Robert Swartz

Vote – so voted

**Dr. Hemman, asked the committee if we could jump ahead to New Business while we had Deputy Chief James Trifiro with us to talk about the Traffic Entrance design at the Pearl Street Entrance:**

Mr. Dunn spoke with the Building Commissioner and basically advised us we had to have an issued permit, signage would be on state land and private property, so why? Bacon Construction, would be willing to put up and take down the signage every day, but for the amount of time to do this they would need to be paid for their services, which would overtime be too costly.

Dr. Hemman asked Deputy Chief if there was anyone we could talk to? Deputy Chief said, I had a lengthy discussion with the City Engineer and Highway Department Superintendent before today's meeting. If I have this correct, you're looking to put local commuters on notice to look for construction zone in the area so to take caution. For signage I will talk with a local MA DOT Rep, find out what we would need to keep them up during the permanently, temporary construction process.

Dr. Hemman said, the abutter is at our meetings and he has no problem with us putting a sign up on his property. Abutters name was shared and the Deputy Chief is going to talk with him along with MA DOT and the Gardner Highway Department Superintendent. He will be back in touch with Dr. Hemman as soon as possible with the outcome.

Dr. Hemman thanked Deputy Chief Trifiro for attending and his help. We have been working on this for three weeks trying to figure it all out.

Dr. Hemman let the committee know Deputy Chief Trifiro is in charge of traffic. So this works out well.

**Approve Bills & Orders, No Full Committee held until April 28, 2021 Subcommittee has approved to do so.**

The following invoices were presented to the Financial Subcommittee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #008921 dated March 31, 2021; in the amount of \$87,941.36

Mr. Robert Hankinson moved to approve Invoice #008921 from Strategic Building Solutions, LLC, dba Colliers International.

Seconded by Mr. Robert Swartz

Vote - so voted

- Jones-Whitsett Architects, Invoice #2021024, dated March 31, 2021; in the amount of \$111,710.25

Mr. Hankinson moved to approve Invoice #2021024 from Jones-Whitsett Architects.

Seconded by Mr. Swartz

Vote - so voted

- Bacon Construction Co., Inc. Invoice #4, dated Mach 31, 2021; in the amount of \$865,368.67

Mr. Hankinson moved to approve Invoice #4 from Bacon Construction Co., Inc.

Seconded by Mr. Swartz

Vote – so voted

- Allied Testing Laboratories, Inc. Invoice # 22215, dated March 27, 2021, in the amount of \$3,225.00

Mr. Hankinson moved to approve Invoice #22215, from Allied Testing Laboratories., Inc.

Seconded by Mr. Swartz

Vote - so voted

**Any Discussion on the motions:**

Mr. Hankinson, my only question is, make sure the recent two invoices been reviewed and approved.

Dr. Hemman responded, all invoices have been reviewed and approved, by the OPM & Architect.

Mr. Whitsett you have any comment? Mr. Whitsett, yes, all bills have been reviewed and approved.

Dr. Pellegrino replied, thank you for bring that up, good to have on record Mr. Hankinson.

**Report from OPM**

**Updates-**Mr. Timothy Alix reviewed the Financial Status Report, Summary of our budget with approved transfers just to show our contingency with what was spent and where we are.

Mr. Alix discussed the change orders list, looking to potentially get the approval tonight.

- Change Order 1- \$222,206.07 was approved 3.17.2021
- Change Order 2 – \$54,350.00 presented 4.7.2021
  - CO#8.1 Radiant panels \$ 1,679.00
  - CO#15 Transom to door \$ 493.00
  - CO#22 C Wing Steel \$ 1,808.00
  - CO#23 Retaining Wall Foot \$ 3,852.00
  - CO#27 Know Box and Smoke Beam \$ 8,084.00
  - CO#28 Vest B002 Lights \$ 1,026.00
  - CO#30 Skylight Sizes \$ 1,882.00
  - CO#31 Connector Steel \$ 3,272.00
  - CO#33 Stair 1 Landings \$ 1,548.00
  - CO#34 Water at Catherine \$ 7,774.00
  - CO#35 FRP door XA400 \$ 1,557.00
  - CO#36 Add Lite to Door B105A \$ 318.00
  - CO#37 C Wing Roof Slope Changes \$ 3,530.00
  - CO#43 Open Rock Allowance #2 \$17,527.00

- **Total for Change Order #2**

**\$ 54,350.00**

Mr. Anderson suggested we wait to approve CO#1 Fence at Wall, he discussed the new proposed fence, we do not have increased height yet. Would like to wrap this all in together as one. Mr. Alix said, we do have the time we can wait to do the one change on all fencing. Mr. Swartz conquered. Ms. Pelavin agrees makes sense we will remove. Removed CO#1 from Change Order #2 list until next meeting.

Mr. Anderson also asked to put in another stub for water, so when building a concession stand we are all set. Mr. Anderson asked if we could double the number on CO#34? Mr. Alix will need to review with Contractor and see what the new amount would be. In condition that the amount does not exceed what we have down on CO#34 we will approve the doubled amount tonight. Committee agreed.

Mr. Wayne Anderson moved to approve Change order # 2. In the amount of \$54,350.00

Seconded by Ms. Pelavin

Vote - so voted

### **Site Reports**

Mr. Dunn informed committee they completed the first culvert today. Quite the structure, things are moving along well. Building Inspector was by today, he's good with everything. Conservation will be coming through to see our work next.

Office trailers have arrived on site; it will take two weeks to power up then we can occupy. One trailer for OPM, and one for Bacon Construction.

Mr. Alix asked, Mr. Anderson to meet up with Mr. Dunn and go over where they would like the second water tap to go. Then they can talk to Bacon Construction about it. Mr. Anderson said, tomorrow I will be in touch to review the location.

### **Report from Architects**

#### **Updates:**

Mr. Whitsett shared future traffic flow at the school crossing, reviewed proposed plans with the committee on how the flow would go through out the school zone.

- Turning left
- Turning right
- Flashing lights
- Speed limit signs
- Crosswalk
- Pedestrian's crosswalk.

Will review with Police Department. And will bring back up at full committee on April 28, 2021

### **Other Business**

### **Public Comment**

### **Executive Session**

No Executive Session

### **Next Meetings**

**New Information- Site Visit** - Full GES Building Committee meeting will be held on Wednesday, April 28, 2021 @ 3:30. We will meet at Dunn Pond Parking lot to have a short meeting (30 minutes), and to sign waivers, we go in at our own risk. All committee members

going on job site will need to sign a waiver to tour job site. If you don't want to tour you do not need to.

In case of bad weather, the meeting will take place as scheduled on April 28, 2021 by Zoom at our 4:00 normal time.

Meeting dates for future **GES Financial Subcommittee meetings;**

Wednesday, May 5, 2021 @ 4:00 by Zoom

**Adjourn**

A motion was made by Ms. Jennifer Pelavin and seconded by Mr. Robert Swartz to adjourn the meeting. The meeting adjourned at 4:447p.m.